



Official Newspaper of the Hopi Tribe P.O. Box 123 Kykotsmovi, AZ 86039 928.734.3281 Timothy L. Nuvangyaoma CHAIRMAN

Clark W. Tenakhongva VICE-CHAIRMAN

Date: March 19, 2020

To: Tribal Departments, Programs and Office and Hopi Community Organizations

From: Romalita Laban, Managing Editor

Re: Hopi Tutuveni Operations and Information – Response to COVID-19

The COVID 19 pandemic is still fluid and on March 17, 2020, Hopi Tribal Council enacted Executive Order #1-2020, Tribal Emergency Declaration for COVID – 19 virus effective immediately. I received a copy of a March 18, 2020 Hopi Tribe's Executive Director memorandum directing supervisors to assess and determine which services require work to be performed onsite and to identify options for delivering services with minimal risk of COVID-19 spread. Although, Hopi Tutuveni is not directly under the authority of the Executive Director, the Hopi Tutuveni is required to operate under the policies and protocols of the Hopi Tribe.

The Hopi Tutuveni is essential to the written communications providing information, education and a community service to the public and the following measures ensure continued services while abiding by the executive order and executive director memorandum. Currently the Hopi Tutuveni Office is open for business from 8:00 a.m. – 5:00 p.m. Monday through Friday. All staff travel for the next 30 days is suspended, except to pick up the publication for distribution. Scheduled events requiring attendance for story coverage has been cancelled and in light of the Center for Disease Control 10-person limit at gatherings.

Information about the *Hopi Tutuveni* publication schedule and submission guidelines is also being provided. We know that tribal programs and local organizations rely on the *Hopi Tutuveni* to share information about cancelled events, services and activities of interest to the Hopi community. See the attached "2020 Publication Schedule" for both the dates of publication and the deadline for submissions.

In resuming the 2020 publications, the production schedule with publications being done on *Wednesday remains the same*. The next issue of newspaper is scheduled to be published on April 1, 2020 and depending on what will occur over the next week we will determine whether hard copies will be distributed. We will have one published online and it will be available at: https://www.hopi-nsn.gov/news/hopi-tutuveni/ on Wednesday, April 1, 2020.

The *Hopi Tutuveni* welcomes the submission of press releases. The attached "Submission Guidelines" is to assist you in preparing and submitting press releases. The Hopi community wants to know updates about the events, activities and services your programs and organizations provide. We hope these guidelines help you convey that information in a way that is informative and accessible to readers.

We, as a staff of two, will remain committed moving forward, better and stronger in the face of this health adversity, along with the support of the Hopi Tutuveni Editorial Board and supporters for providing information, education and a community service for our Hopi people and communities.